

**COCLJ AUTOMATION & ACCOUNTING ADVISORY
COMMITTEE MEETING – August 15th, 2013
HELENA, MONTANA**

MEMBERS PRESENT

Chairperson Judge Larry Carver
Judge Gregory P. Mohr
Judge Linda Budeski
Claudia Anderson, Montana Supreme Court Administrator's Office
Sharon Skaggs, Yellowstone Co. Justice Court
Tina Schmaus, Missoula Municipal Court
Jackie Schara, President of Montana Justice, City and Municipal Court Clerk's Assoc.
Thelma Keys-Nicol, Kalispell Municipal Court
Barbara Pepos, Richland County Justice Court/Sidney City Court

MEMBERS NOT PRESENT:

Judge Audrey Barger was excused from the meeting, as she is attending training at the National Judicial College. Lisa Mader with the Montana Supreme Court Administrator's Office was also unavailable.

PUBLIC COMMENT:

No one was present for public comment.

APPROVAL OF MINUTES:

Judge Mohr made a motion to approve the minutes of May 17th, 2013, seconded by Thelma, no discussion, with the committee voting and approving the minutes as presented.

CARVER UPDATE:

Lois, the coordinator for the e-filing project, was in a meeting until 11:00 A.M., but could attend this meeting if it was necessary after 11:00. Carver said he would give the update on e-filing. The pilot courts have been chosen with the e-filing project starting in the Montana Supreme Court this fall. In early spring of 2014 the project will go out to the 4th Judicial District in Missoula, which will be the Missoula County District Court, Missoula County Justice Court and the Missoula Municipal Court. E-filing will then go to the Mineral County District Court, Mineral County Justice Court, Superior City Court, and Alberton City Court. Following those courts, the e-filing pilot will go to the Yellowstone County Justice Court and sometime mid-summer, early fall of 2014 will be installed in the 10th Judicial District, which is Fergus County, Judith Basin County and Petroleum County. Judge Carver was not in favor of going to the 10th Judicial District as the volume numbers are low, but the District Court Judge is very interested in e-filing. After that, Judge Tucker wanted to be a test site in Madison County, Beaverhead and Jefferson County. This judge is on the road most of the time and he wanted to be able to view his documents from anywhere.

This plan was approved on August 14th, 2013 by the Commission on Technology. Claudia said they have been looking at the screen shots in FullCourt and Bill is working at rearranging some of those. Judge Carver said they are working on the e-filing concept and rules as well. For example, Rule #1 is the electronic record is the official court record. This means no paper record needs to be kept, but these rules must be approved by the Montana Supreme Court. Justice Morris said the committee can suggest the rules, but the Supreme Court will have the final decision on the rules. The e-filing committee has a telephonic conference the 1st Friday of every month, which takes between 1 ½ to 2 hours. Members include Judge Carver, Sharon Skaggs, Shirley Fox, Rex Rank, Lisa Mader, Kay Johnson (Clerk of District Court in Blaine County), and Morris Scott (from the Scott Law Offices in Missoula) who represents the Bar Association. Judge Mohr asked who would replace Justice Morris when he moves to his Federal position. Judge Carver did not know at this point.

Judge Carver commented Justice Rice does attend most of the meetings for the Commission on Courts of Ltd. Jurisdiction and this has been a big help to that committee.

Judge Wilson from Kalispell contacted Judge Carver and he wanted to be a member of our committee. Currently, there are no vacancies. Judge Carver asked the members if we should expand this committee, which is ultimately up to the Commission on Courts of Ltd. Jurisdiction. Judge Wilson is a judge in a Justice Court of record. Thelma commented expanding may be an issue if another person wants on the committee. Judge Wilson is very interested in FullCourt and the operation of the courts. He would like to work on the forms that come out of FullCourt as well, which this committee does not do much work on. Currently, there are 4 judges and 5 clerks on the committee. Sharon commented with Judge Herman retiring, there will be a vacancy on the Bench Book and the Bond Schedule committees. Judge Carver will make the Commission aware Judge Wilson is very interested on becoming involved and contributing by joining one of the statewide committees.

Judge Snowberger has a committee that works on redoing the Bench Book forms. Judge Carver commented any form going into FullCourt needed to be approved by this committee. Judge Carver has seen some of the forms, but he and Jackie agreed none of the forms so far can be used in the automation process. Tina Schmaus volunteered to send Judge Carver all of their court forms, because Judge Jenks has done an awesome job creating all the forms she needs on the bench, as well as calendars. Everything is done right there when the defendant is in front of the bench. They can have as many as 70 defendants appear in one afternoon. Judge Carver asked if these are FullCourt forms or Microsoft forms. Tina said they want these in FullCourt, because right now they have a legal secretary who goes in and prepares all the forms in advance. They would like FullCourt to populate the forms as much as possible. Judge Carver suggested when Tina is at the JSI Conference in Portland to attend the class on Documents and learn how to get forms into the FullCourt program.

Thelma inquired about the Bench Book and the forms. It can be found on the web site and the forms are used as an example for a judge, or the court can make a copy of the

form from the Bench Book and use it. There are criminal and civil forms available from the Bench Book. Judge Schnowberger has been hired to update these forms. Judge Carver has recommended plaintiffs go to the Bench Book and get an example of “motion for default”, if they want a default entered. He cannot prepare these forms for them, but he can instruct them where they can find an example. Jackie did say Judge Schnowberger has many more FullCourt documents in her court than most courts have. Claudia said when the time comes for Enterprise; part of the project will be cleaning up the FullCourt documents. This would be forms not used by the courts anymore. Claudia also noted she does not want courts eliminating their own documents, because they may be tied to an automatic process such as overdue processing and this would cause them problems.

Judge Carver noted courts wanting to go to e-filing must agree to use uniform numbering systems, ROA codes, standard processing and documents. He feels the entire state will want to use e-filing, as it will reduce the court’s time spent on these cases. This is the reason why the standardization must take place to make e-filing a success statewide. Jackie commented how much variety there is in documents from court to court. Claudia said when they first setup FullCourt; the judge had a lot of input as to how he wanted his documents set up. But, the standard documents are the ones used for DL suspension or reinstatement and the Fish, Wildlife & Parks suspend privileges forms for example. Judge Herman has been creating documents for years and therefore, many forms are available in FullCourt in the Yellowstone County Justice Court. Judge Carver said the documents we are careful about are the warning letters, suspension and disposition forms which are transmitted to the State. The latest form dealing with 2nd or subsequent DUIs needs to be kept consistent. Each court may have a different sentencing order and even though, Judge Carver may not use the forms in the Bench Book, they are important to some courts.

Judge Carver and Judge Mohr discussed having Judge Wilson join them on the Bond Book and statute table committee. Judge Mohr said some people do not realize how much work is put into the bond schedule. The statutes need to be read carefully and decisions made. Judge Carver added some prosecutors rely heavily on the Bond Book for their charges. Therefore, it is important to get every charge possible in the Bond Book. In fact it was a prosecutor who wanted all the theft charges listed out separately. You may find new attorneys and law students in the prosecutor’s office and they rely on the Bond Book as well.

Further, Judge Carver said someone requested statistics regarding marriage licenses, how many issued, who solemnized it, and how much money was collected. He recommended they talk to the Dept. of Health and Public Services for those, but the request ended up coming back to him. In the District Court, they do enter who solemnized the marriage. It is part of their FullCourt program and when the marriage license is returned to them for filing they enter the information.

CLAUDIA UPDATE:

Claudia said they have completed the Roadside Payment project, with all courts that wanted it and could do it, installed. Seven counties are not installed with Roadside

Payments for various reasons. She also handed out a paper showing courts and amount collected from Roadside Payments in the month of July. Judge Carver said he has one officer who will use Roadside Payments in his district. Claudia said it is being used more than it used to and she asked Melissa Begger to supply the report. For the entire state, \$11,120.00 has been collected through Roadside Payments. Judge Mohr said our numbers should increase because there will be 4 MHP officers based out of Sidney, along with a Sergeant. Claudia said the MHP just announced promotions and Tom Butler is now a Lt. Colonel in the Montana Highway Patrol. Claudia said Sgt. Tenney has left the patrol to work as a private contractor still working with the Roadside Payments program. Sharon commented there was talk about the Dept. of Transportation officers using citation import and roadside payments. Claudia said she would discuss this further. Roadside payments will pick up in the west, since the eastside of the state was installed first.

Judge Mohr asked why the 7 counties were not installed. Claudia answered Silverbow County has 2 courts and if they used roadside payments, they do not know in which court the ticket will be filed. They do a printout from Citation Import, split up the tickets between the courts and hand enter them into their separate FullCourt programs. These courts have separate bank accounts; therefore, it would be impossible for the officers to use Roadside Payments. Ravalli County has a similar issue, but Claudia may be able to work around it. Clerks Jennifer and Charlene thought they could setup a third account where the Roadside Payment money goes, and then move money into the proper account, when they have determined the proper court. Claudia said they handle their finances well and she did not have a problem with this setup. Because of their situation, they cannot use CitePay either. Missoula has the same issue with two different judges and Claudia would have to work with their finance department to make it work. Sanders County was not interested in Roadside Payments. Judge Carver inquired if they use CitePay. Claudia is not sure if they use CitePay. Claudia did not talk to the judge, but Val said they were not interested. Judge Mohr suggested he could talk to the judge. Judge Marsh in Musselshell County does not want Roadside Payments either. She is confused between CitePay and Roadside. Claudia said it is easier for the officers if all the counties in their district participate.

At one time, Judge Marsh did use regular credit card payments. But, they were required to charge a fee on those transactions and each credit card had a different fee, so this all became very difficult to keep track of. That court is accepting CitePay now and may be willing to discuss further the Roadside Payments. Judge Carver suggested Judge Mohr talk to her as well. Claudia said it is important to know there are no fees associated with either of these payment methods. Sharon said when e-filing comes on board; the civil fees will be coming through Montana Interactive. In addition, Claudia said MCS and Fish, Wildlife & Parks will eventually come on board. Claudia said the difference between CitePay and Roadside is the clerk must enter the information on the case when the Roadside Payments come in.

Sharon explained the second part of the pilot program with e-filing will be the civil cases part, where the filing fees will come in electronically as well. Sharon mentioned

Montana Interactive, but Judge Carver believes they will have a choice. Montana Interactive was named in the contract because the State of Montana has a contract with them. He is not sure they can make them the sole provider. Judge Carver said in e-filing every filer will have an access code and can pay with their credit card. The clerk will see these filings coming in, along with the payment and either accept or deny the access. This will make a difference when a credit agency is filing 40 new cases and paying the filing fee with one check. Now each case filed will have the filing fee attached to it, with payment coming from a credit card. Judge Carver explained everyone that is e-filing will have an account and there will be a limited number of users on that account. Once the clerk allows the filing to come in, that attorney will have access to that case in FullCourt and see all the documents. Judge Carver said anyone using e-filing will sign a user agreement and the courts will also sign a user agreement. Judge Carver added not everyone will file documents electronically; they may walk into the court and file with paper. In that case, the clerk will file the paperwork, scan it and index to the electronic file, because the electronic file is going to be the official record. Sharon commented when e-filing was being planned, she upgraded the qualifications needed to be a clerk, due to the need for a clerk to have more knowledge about what can and cannot be filed in court.

Claudia continued in her update that Prairie County does not use Roadside Payments. It was a decision in their office to not push the install. Teton County does not have it, because they do not have FullCourt. The judge there uses the old pegboard method of accounting. Claudia said there are still issues with Roosevelt County and Lincoln County, because these counties have two totally separate courts. Wolf Point court is setup, but the court in Culbertson is not and this is due to the setup from Smart Cop. They are waiting for a court name solution, in other words identifying the court by name. Claudia found out Smart Cop wants \$9000 to make the interface change to identify the officer and agency and the court name associated with the citation. Claudia said the IT Department is not interested in paying for this change. Because of the issues in Roosevelt County, they have not setup Lincoln County as their problems will be the same. On occasion the wrong court ends up with the funds. Judge Mohr said another Highway Patrolman will be posted in Culbertson as well.

Claudia said her department finished setting up the proper civil filing fees in FullCourt. She noticed some courts need their filing fee tables cleaned up, as there were fees added by the courts that do not belong there. Sharon recommended the civil case filers be contacted and advised not to add the filing fees on their summons, since they are changing. In other words, put on the summons "a filing fee will be required". Judge Carver said the credit agencies association built this statute to make it a graduating scale, because the courts had a specific amount, but the credit agencies lobbied against the bill. If you notice on the bill, the filing fee is the only floating fee and this is the one affecting the credit agencies. The defendant's filing fees were set in stone, since they were doubled. Sharon said her court saw 200 cases come in two days before the change in the filing fee. They all had to be entered before the filing fee change took place.

Claudia said the Best Practices guide for search warrants went out to all the courts. Tina said they had a question about adding the SW at the Party level. Tina said when the party

name has the SW in front of it and later on they search for that party, they cannot find it by putting in the last name, because it has been changed to SW/last name. Claudia said the best practices guide instructs a new party with the SW/ in front of it, not picking up the party name already in FullCourt. Tina said her court has so many files to handle; they cannot do this, but keep the search warrant in the party file. They do their business by looking for the party folder. They add about 150 new parties every week on FullCourt. Sharon asked if putting in an "alias" may solve this issue when you go lookup that party again. Tina said they would try using the "alias" and see if this solves their issue.

Claudia noted the new Fish, Wildlife & Parks suspension form was added to the docs in FullCourt. They may provide some further information on the forms at the fall conference. On the Manual Disposition report, they added the MANS #. Judge Carver mentioned the new booklet sent to all the courts from the Dept. of Justice on the MANS PROCEDURE. Barb and Sharon said they did not see this booklet, therefore, Claudia would send it out on the ListServ for everyone. The book explains the rules and what is needed and what is not needed. Claudia said since last talking to Mike Rushetti about the MANS sheet, he told her they still need it. Not all counties use the electronic fingerprinting. The state statute requires they have the actual MANS sheet, and they would ask to have the statute changed if in the future they no longer need it. Claudia said their developers made a program for the DOJ to go into FullCourt and get the disposition information if they have a question. They are not actually in FullCourt, but the program extracts the information they need to see from the program.

Thelma asked why the court has no authority to ask a defendant to get fingerprinted. Judge Carver said if it is a felony, yes they do have the authority. In Misd. cases the statute states they get fingerprinted upon arrest. Judge Carver said if he orders someone who lives in Great Falls to go to the jail there and get fingerprinted, they refuse to do it, because the defendant is not under arrest.

Claudia reported Judge Landau contacted them regarding some of the overweight statutes in the Motor Carrier sections which were not calculating correctly as they were showing a default amount. She had her trainers go into the Justice Courts and remove the default amounts, as the fine should be calculated as to the lbs. over schedule. Judge Mohr said MCS is writing it under 2 statutes, 61-10-107 is the overweight statute with the \$85.00, and then you go to 61-10-145 which is the actual lbs. over statute. There is an Attorney General's Opinion which states a judge cannot suspend any portion of 61-10-145, but you can on 61-10-107. Motor Carrier services also have a different bond schedule, but Judge Mohr advised them to use our bond schedule. Barb did reply FullCourt is now calculating this correctly.

Claudia continued by reporting her developers get a new list of the officers from MHP, as well as the ones that are no longer active and have done a test on the database for the Yellowstone County Justice Court. This would be pushed out to all the courts, keeping the database of those officers up to date. Judge Carver asked if all agencies would be updated like this, but Claudia said for now just MHP. Their goal is to do this for all agencies. Claudia said Motor Carrier Services is planning to go to e-citations. Dan

Moore called on July 25th and told Claudia they had training on Monday and Tuesday, which would have been July 29th and July 30th. He added the test system was down and they would be doing everything on the live system. Claudia said their end is not ready, as they do not have the import setup for Motor Carrier Services yet. Apparently, this will all be done on the DOJ servers. They are planning on coming on board in September. Judge Carver said there aren't as many MCS officers as there are with the MHP. Judge Mohr said they have been in Sidney with several officers from around the State at times. In Sidney in one month 150 tickets were filed from Motor Carrier Services.

Claudia gave an update on the Gallatin County Justice Court financial issue. She was going to be in Gallatin County and offered to meet with them on July 22nd and July 23rd. Unfortunately, they wrote back and reported the office manager, Erin, was going to be on vacation then and wanted some other dates. She let them know it may be 2 months before she has some time to go back, and her preference of training Terry and Erin and a backup clerk, which means they will have a backup if someone is not available.

The JSI Conference is August 27th thru August 30th in Portland. Claudia and Chad will be attending from the IT Department. Sharon, Tina, and Thelma are attending. The JP clerk and District Court clerk from Big Horn County are going. Jackie is attending, along with the District Court clerk from Carbon County. Kim Dumont from Kalispell is going as well. Claudia applied for a scholarship from the National Center for State Courts Technology conference which is coming up in September and she got it. That conference is in Baltimore and the scholarship covered registration, room charges and the flight. Lisa is planning on attending the Technology conference as well. Her Department is preparing for the fall judge and clerk conference September 23rd thru September 26th in Billings. The computer lab will be available for the judges on Monday and for the clerks on Tuesday.

FULLCOURT ENTERPRISE CONVERSION:

Claudia presented copies of an e-mail from Lisa to Ernie Segó at JusticeSystems, Inc. Lisa asked them in this letter to provide a detailed implementation strategy for the conversion. She wants to see what the standards are now and how they will look in the new environment in Enterprise. There needs to be a gap analysis completed and JSI will be in Helena for a meeting September 4th thru September 6th. Claudia is sure they will have to visit courts and see what is going to change from the V5 program now. Claudia has been keeping this in mind by standardizing as much as possible for the move to Enterprise. She believes they will see more of what needs to be done, such as cleanup, before moving to Enterprise at the Portland conference. The ROA project is part of this cleanup and on its own is a big project. Lisa emphasized this needs to be a detailed list, not an overview.

Judge Carver asked what is the cost to go to Enterprise. Claudia said they should know more after the meeting. There will be a cost involved for the equipment and servers. JSI said they have a better idea how the multi-tenancy will work, setting up several courts on one server. Therefore, the estimated cost is not known at this time. They will have the figures available when they go to the 2015 Legislature for the appropriation. Claudia

explained with the 204 courts now, if the developers are not able to do it electronically; the trainers go to every court's database and make the changes. In multi-tenancy there would be fewer databases to work on, as courts will be sharing a server. Every court will still see their own information, same as they do now.

When the other agencies come on board with e-citations, Claudia believes they will follow the Smart Cop process from the Highway Patrol. Judge Mohr said Homeland Security funds may be available because of reporting. Judge Carver said Fish, Wildlife & Parks may be more difficult than the other agencies. Even though, extensive work has been done with the dispositions and the tracking of dispositions, Judge Carver still cannot find out if a defendant has had another violation in the State of Montana. Judge Carver had to do 8 different notifications and get help from the warden to suspend someone's privileges. Also, Judge Carver said the states in the compact never get notified when someone has lost their privileges in the State of Montana.

Claudia said the new release of V5 will be complete by the end of August. On it will be CitePay at the jail and the IT Department will be able to test it. After CitePay has been tested, JSI wants to know right away. Claudia will retest the CitePay part first. At this point no jails have been picked for testing, as the test environment has not been setup yet.

ROA UPDATE:

Claudia went to Billings in July and worked with the Yellowstone County Justice Court to do a conversion. Gregory has done a test database for Yellowstone County. However, what she noticed is there is no standard findings table across the state. The ROA codes work with the findings. The 12 courts reporting electronically to the DMV have standard findings, but the rest of the state does not. Standardizing the findings must be done before more courts can go on electronic reporting. Billings Municipal has some additional findings, but they are reporting electronically, therefore, the standard has been completed. Thelma said they use other as a finding, because they do conditional pleas and their court reports electronically. They do not want these findings reported to the DMV. Instead of using the deferred imposition which would report and then go back in and mark the disposition as dismissed, at the end of the deferral process, they use other-conditional plea, and no disposition is sent in. Judge Carver said it sounds like a deferred prosecution agreement since the defendant is not sentenced until 6 months down the road. If everything has been completed by then, the case is closed. Judge Mohr believes it is more on the line of a pre-trial diversion where the prosecutor and defendant have entered into the agreement. Therefore, Judge Carver said no reporting to the DMV would take place.

Claudia asked the committee to look at the Standard Findings table. The five findings that report to the DMV are: bond forfeited, guilty, deferred imposition of sentence which appears on the record first and the dismissed-deferred imposition which gets picked up at the end, and nolo contendere. Every finding table should look the same as the standard. There is no ROA which is tied to the finding of "dropped by prosecutor". Judge Carver does prefer to keep "dismissed by prosecution", because when an officer comes in and wants to know the disposition of the case, the Judge knows it was dismissed by the

prosecutor, not the court. Judge Carver said to shorten up the table, dismissed is dismissed and it is always the court that does the dismissing of the charges, whether it is upon motion of prosecutor or dismissed by the court. Tina said, however, they are using the Dismissed by Court and Dismissed by Prosecution in tracking cases. She said you can pull a monthly statistical report and it reports under Dismissed by Court and Dismissed by Prosecution. Judge Carver agreed for reporting purposes this is good information.

Judge Mohr made a motion to remove the following from the finding list: Dropped by prosecutor, Hung Jury and Mistrial. Thelma seconded the motion. Committee voted and this motion passed unanimously.

Claudia would like to update all the courts to this finding table, before they start the ROA mapping project. The ROA test project went very well. They still need to look at hearing results which may change the status. But, if this looks good, they will implement in the Yellowstone County Justice Court. That way, Sharon will be able to look at them and make sure no changes need to be made, before they move onto other courts. Claudia believes they have some fine tuning on the ROA codes. This is a time consuming project for her trainers, and is done on a court by court basis. Sharon wondered if the clerks attending the fall conference could be given a list of ROA codes they should use. She is referring to courts that use imaging, in using the specific ROA, not a general one, such as Misc. Tina asked if there could be specific training for court managers. Judge Carver commented once e-filing begins, all the courts will be using imaging. In addition, when something is e-mailed out of FullCourt, Judge Carver knows they received it by looking at the case.

PUBLIC DEFENDER MONTHLY REPORTS:

A letter from Fritz Gillespie of the Public Defender office was handed out to the committee. Judge Mohr said the public defender's office has the information they are requesting, because they are at the sentencing hearings. Judge Mohr asks at the sentencing hearings if the PD office is requesting fees and 98% of the time they are not. If they say yes, then the Judge must ask the defendant if he is able to pay the public defender fees, whether it is the \$250.00 or a bill of particulars from the PD office. Copies of the judgment are given to the Defendant, the Public Defender and the Prosecutor. Jackie said they use a form in their court the defendant, the Public Defender, the prosecutor and the Judge sign which states they owe public defender fees and how much, or there are no public defender fees assessed. Judge Carver said what they want to know is how much money is not being collected. Also, there is no field in FullCourt which can keep track of fees not ordered, due to inability to pay.

Judge Carver said he would respond by stating the public defender can come into his office with the name and case # and he will provide them with what amount is owed to the public defender fees. Tina said that is exactly what their public defender's office in Missoula is doing now. Sharon said right now if the defendant does not pay the public defender fees, they are turning them over to collection and suspending their driver licenses. This is being done for the public defender's office and Judge Carver added that

our offices are audited as well. If the public defender comes to the court and asks for this information, it is public record and will be given to them.

Beth McLaughlin noted this sentence in the letter, "It has recently been determined that because these receivables are legally enforceable, it is the OPDs responsibility to track them by case". She does not know who determined this and it is not the responsibility of her office to perform this accounting function. Her office already made an agreement with the Office of the Public Defenders as far as what they could provide and spent hundreds of hours in programming a report to satisfy their request. Beth does not want her staff trying to provide them with more information. Judge Carver agreed and suggested adding public defenders can go to each individual court with case # and Defendant name and will be provided with the amount owed. Right now, there is no statutory requirement for the courts to provide them with a report.

Judge Mohr would respond to the sentence by stating it has always been statutory to collect these fees and it is the Office of the Public Defender's responsibility to track them by case. Beth said FullCourt is not an accounting record for non-court entities. FullCourt was never intended to be the go to for all departments when they need statistics or information. It is a case management system for the courts in the State of Montana and if data can be provided it will be, but this is not the focus of the program, or of the Court Administrator's office. Beth would like to write back to Fritz Gillespie and let him know, with all due respect, this is not their responsibility.

Judge Mohr made a motion stating FullCourt is a case management program for the courts, and not a stop gap measure for another agency that is legally required to do something. The public defenders already have this information and if they need to know how much is collected and what is owed, they can come to the court with the defendant's name and case # and request it. Jackie seconded the motion. Judge Carver had a question about the letter stating the figures are several thousand dollars off with the DOR account. Beth said the reason is courts do not close out their books at the same time every month, but Gregory had to run his report at the end of the month. Beth said Lisa made it clear the figures would not match, because they would pick a point in time to pull the figures, even though, some courts may close out after that. Judge Carver said he closes his books for the month between the 5th and 10th of the following month. Beth will write the letter to respond to Fritz Gillespie's letter.

Judge Carver asked if there was any more discussion about the motion, question was called and a vote was taken. The motion passed unanimously.

CITEPAY AT JAIL:

Claudia already reported on this earlier. Judge Mohr asked how long does it need to be tested. Claudia does not know when the new version will go out to the courts. Jails must be contacted and trained.

Judge Carver inquired about electronic reporting and Claudia reported they could have been working on this, but instead spent time on the monthly report for the Office of the

Public Defender. Claudia said she, Lisa and Gregory will sit down and look at it and make sure the step setup is correct, due to new rules about the commercial drivers. Their department has just not had the time to move forward on this project yet.

AGENDA ITEMS FOR NEXT MEETING:

CitePay at Jail
Response to the OPD office
Results from JSI Meeting and update on Enterprise
ROA project
Electronic Reporting

Jackie reported the fall agenda was based around the survey the clerks finished after the last training. Claudia will present step by step on financials. Judge Carver will have a question and answer session. Vicki will be at the conference from the DMV to answer questions. Sessions will be longer than they were last year. Jackie said clerks will be asked to not knit, visit or spend the session texting on their cell phone.

Claudia noted at a District Court Clerk's conference where Chad was presenting, she noticed clerks on their cell phones and they were not taking notes from the presentation. She said 4 people drove 7 hours to present at this conference and the clerks attending should have given their attention to the presenters.

Judge Carver said Judge Perry Miller has given the same speech to the judges at the beginning of every conference. Claudia said her presenters prepare well in advance for the training and pour their hearts into it. When she heard comments from clerks this was not something they needed to pay attention to right now was very hard to take. Claudia said they need people that care to attend their training sessions. Thelma asked if there ever was a session on how to read the Montana Code Annotations. Barb replied this had been shown to the clerks, but it has been a few years ago now.

NEXT MEETING DATE:

Next meeting is scheduled for October 17th, 2013.

Meeting was adjourned.